Commission Registration Instructions
Financial Systems Operation

Version 1.1

October 6, 2016

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Note: The current COmmission REgistration System (CORES) will be retired by the end of October, 2016; after the system is retired, customers wishing to create a new FCC Registration Number (FRN) or modify an existing FRN will need to create an FCC Username Account in the updated CORES system. This Username Account will allow customers to create new FRNs, modify existing FRNs, and associate existing FRNs to their Username Account.

Note: At this time, there are no changes to how other FCC systems associate resources (applications, licenses, etc.) to FRNs.

I. Register New FCC Username Account

Register New FCC Username Account provides guidance on how to create a Username Account for an individual in the updated FCC Commission Registration System (CORES). Once an individual has a username, it can be used to link existing or new FCC Registration Numbers (FRNs) to the Username Account.

1. Access CORES from the FCC Registration - Login page at this link:

   https://apps.fcc.gov/cores

2. From the FCC Registration - Login page, click the "REGISTER" link under "Need a Username?" See Figure 1 below.

Figure 1

3. Fill in the requested information; items noted with an * indicate required information. Then click "Create Account". See Figure 2 below.

Note: Enter a valid email address in the "Username" and "Confirm Username" fields. This email address will be used as your username when logging in to the FCC User Registration System and other systems using an FCC Username Account. Any notifications relating to your Username Account will be sent to the email address provided.

Note: To ensure the email address you provide as a username is available, click "Check Availability" to the right of the "Username" field before entering additional information.

Note: A username can only be registered to one FCC Username Account. If an email address you wish to use as the username is already linked to another Username Account, then this email address can still be included as a Secondary Email.

Note: The Password must be 12 to 15 characters long, cannot include any part of your Username, and must meet all of the following criteria: 1 lower case letter, 1 upper case letter, 1 number, and 1 punctuation mark/special character.

Figure 2

FCC User Registration System

Create New Account

* indicates required field

Create Account

Enter Username and Password

Please enter a valid email address. This email address will be used as your username when logging in to the FCC User Registration System and other systems using an FCC Username Account. Any notifications relating to your Username Account will be sent to the email address provided.

* Username: [   ] Check Availability

* Confirm Username: [   ]

Password must be 12 to 15 characters long, cannot include any part of your Username, and must meet all of the following criteria: 1 lower case letter, 1 upper case letter, 1 number, and 1 punctuation mark/special character.

To see a full list of allowable special characters, please click here.

* Password: [   ]

* Confirm Password: [   ]

Enter Additional Contact Information

Prefix/Title: Select...

* First Name: [   ]

Middle Name: [   ]

* Last Name: [   ]

Suffix: [   ]

The secondary email address provided cannot be used for login purposes.

Secondary Email: [   ]

Phone: Country Code: *** Phone Number:**

[   ]   [   ]

Phone Extension: [   ]

Enter Security Question

* Security Question:

[Select...   ]

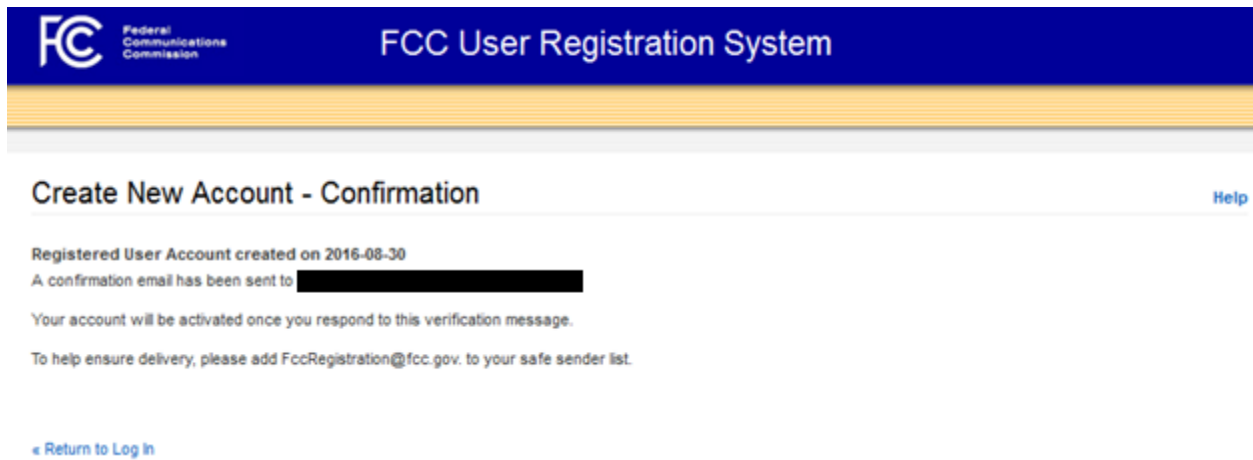*** Answer:** [   ]

Cancel   Create Account

4. Your FCC Username Account has been created and you will be directed to a Create New Account - Confirmation page. See Figure 3 below.

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Note: Your FCC Username Account will not be activated until you have verified the email address provided (please see steps 5-7).

Figure 3

5. A confirmation email from FCCRegistration@fcc.gov will be sent to the email address provided as the username during the FCC Username Account creation. Access the email and follow the instructions within the email to activate your Username Account.
6. Click on the confirmation link in the email from FCCRegistration@fcc.gov to verify the email address and activate your FCC Username Account. See Figure 4 below.

Figure 4

Reply Reply All Forward

Tue 2/16/2016 9:34 AM

FCCRegistration@fcc.gov

FCC Account Request Verification

To **testing123@fcc.gov**.

testing123,

Your request to create a new FCC account has been received. To verify your email address, please click the link below.

http://apps2test.fcc.gov/fccUserReg/api/authorizeUser/ed9d49e767c9ff43615474e21d3f171611efdb2750dbb3123de17913f7a4b94fecb109362c3123a0

This link will expire within 24 hours. If you did not request an FCC account, please disregard this email.

For assistance, please submit an inquiry to CORES@fcc.gov.

Thank you,

FCC Accounts Team

7.   You will be directed to the Email Address Verification page. This page confirms that your email address has been verified, and you may now access CORES using your username and password.

Note: An FCC Registration Number (FRN) is not automatically associated with your FCC Username Account.   Click "Go to CORES" to access your Username Account and link an existing FRN to your Username Account or to register for a new FRN. See Figure 5 below.

Figure 5

Email Address Verification

Your email address has been verified and you may now log into CORES using your username and password.

You will also use your username password to access other FCC systems that still require a FRN login.

To register for a new FRN or to manage an existing FRN, click the "Go to CORES" button:

Go to CORES

Below is an additional list of systems that currently use the FCC User Registration System:

« Return to Log In

II.   Register for a New FRN

Register for a New FRN provides guidance on how to obtain a new FCC Registration Number (FRN) in the updated FCC Commission Registration System (CORES).

1. Access CORES from the FCC Registration - Login page at this link:

    https://apps.fcc.gov/cores

2. From the FCC Registration - Login page, enter your registered Username and Password under "Username Login". Click "LOG IN". See Figure 6 below.

Figure 6

3. Click on the "Register New FRN" link. See Figure 7 below.

Figure 7

4. Under "Are you registering as an entity or as an individual?" select either "An entity" or "An individual". Under "Is your contact address within the United States or its territories?" select either "Yes" or "No". Click "CONTINUE". See Figure 8 below.

Figure 8

FRN Registration - Registrant Type

Are you registering as an entity or as an individual?

- ● An entity (e.g., corporation, partnership, government agency, etc.)
- ○ An individual

Is your contact address within the United States or its territories?

- ● Yes
- ○ No

CONTINUE   Go Back

Customer Service			
Help	Frequently Asked Questions	Privacy Statement	FCC Home Page
FRN Help Line: 877-480-3201 (Mon.-Fri. 8 a.m.-6 p.m. ET)			
The FRN Help desk has a dedicated staff of customer service representatives standing by to answer your questions or concerns. You can also email the FRN Help desk with your questions and concerns.			

5. Fill in the requested information; items noted with an * indicate required information. Then click "SUBMIT". See Figure 9 below.

Note: The example below shows someone registering as an entity whose contact address is within the United States or its territories. However, regardless of whether someone is registering as an entity or an individual, or if his or her contact address is or is not within the United States or its territories, the required steps are the same.

Figure 9

Commission Registration System (CORES)

FCC Registration

FCC > FCC Registration > Register FRN

Each individual or organization doing business with the FCC is required to provide and maintain a current official contact address. The contact address you provide will be used to mail important FCC related information to you.

FRN Registration

Register a Domestic Entity

Entity Type:	Federal Agency	Subtype:	Commission

Entity Name:*

If your organization has an Employer Identification Number or Taxpayer Identification Number , enter it here:

If your organization does not have an Employer Identification Number, select a reason:

Contact Information

Organization:		Position:*	
Salutation:		First Name:	
Middle Initial:		Last Name:	
Suffix:			

Address Line 1:*		Address Line 2:	
City:*		State:*	ALABAMA
Zip Code:*		Phone:*	ext.
Fax:		Email:*	

SUBMIT   Go Back

Asterisks (*) indicate required fields.

Revised: April 2005   Form 160 - Approved by OMB 3060-0917

6. You will be directed to the FRN Registration Confirmation page. This page confirms that you have successfully registered for a new FCC Registration Number (FRN). See Figure 10 below.

Note: Since you are logged in to CORES with your FCC Username Account, this new FRN registration will automatically link the new FRN to your Username Account and will also make you the default Administrator of the FRN.

Figure 10

Federal Communications Commission

Commission Registration System (CORES)

FCC Registration

FCC > FCC Registration > Register FRN

FRN Registration Confirmation

Please Note: Restricted Use FRNs can only be used to access Form 323 and Form 323-E.

Thank you for registering with the FCC. As of today, **Oct 5 2016 1:19PM**, you have been assigned the following FCC Registration Number (FRN): ▇▇▇▇▇▇▇▇. Please print this page for your records.

Domestic Entity Registration			
Entity Type:		Subtype:	Commission
Entity Name:	Test Company		
EIN:	Amateur Club		
Contact Information			
Organization:		Position:	Tester
Salutation:		First Name:	
Middle Initial:		Last Name:	
Suffix:			
Address Line 1:	123 Main Street	Address Line 2:	
City:	Washington	State:	DISTRICT OF COLUMBIA
Zip Code:	20554	Phone:	999 999 9999
Fax:		Email:	testing123@fcc.gov
	Continue		

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III.   Associate Username to an Existing FRN

Associate Username to an Existing FRN provides guidance on how to link an existing FCC Registration Number (FRN) to your FCC Username Account.

Note: An existing FCC Registration Number (FRN) does not automatically link to your FCC Username Account. In order to do so, you must associate your Username to an existing FRN.

1. Access CORES from the FCC Registration - Login page at this link:

    https://apps.fcc.gov/cores

2. From the FCC Registration - Login page, enter your registered Username and Password under "Username Login". Click "LOG IN". See Figure 11 below.

Figure 11

3. Click the "Associate Username to FRN" link. See Figure 12 below.

Figure 12

Commission Registration System (CORES)

Associate Username to FRN | Manage FRN(s) | Register New FRN | Reset FRN Password | Search for FRN

FCC Registration

FCC > FCC Registration > User Home

User Home

Select one of the following:

Associate Username to FRN Link your registered username to an existing FRN.

Manage Existing FRNs View and perform additional actions upon your registered FRNs.

Register New FRN Register and receive a new FRN.

Reset FRN Password Reset/update your FRN password.

Search for FRN Search for public FRN information.

Update Username Profile Update your username profile.

Customer Service			
Help	Frequently Asked Questions	Privacy Statement	FCC Home Page

FRN Help Line: 877-480-3201 (Mon.-Fri. 8 a.m.-6 p.m. ET)

The FRN Help desk has a dedicated staff of customer service representatives standing by to answer your questions or concerns. You can also email the FRN Help desk with your questions and concerns.

4. Enter the Existing FCC Registration Number (FRN) and a Comment. Click "CONTINUE". See Figure 13 below.

Note: The comment you provide will be visible to the FRN Administrator of the FRN, if the FRN already has an Administrator associated with it, so that he or she can decide whether or not to grant your FRN Association Request. An Administrator can assign/approve permission levels for an FRN to other users. If the FRN does not have an Administrator yet, then the comment will only be visible to you and saved for your records.

Figure 13

Associate Username to FRN

Associate with this FRN	
FRN:*	[ ]
Comment:*	Enter comments to justify your request to be associated with this FRN.

CONTINUE   Go Back

The FCC Registration Number (FRN) is a 10-digit number.

* indicates required field.

5. You will be directed to the Associate User to FRN – Enter Password page. This page gives you two options: entering the Password for the FCC Registration Number (FRN) or sending a request to the FRN Administrator for association approval. See Figure 14 below.

Option 1: Select the "Yes. Here is the password:" radio button, type in the Password for the FRN, and click "SUBMIT".

Option 2: Select the "No. Send a request to the FRN Administrator for association approval" radio button and click "SUBMIT".

Note: Keep in mind, not all FRNs have an FRN Administrator (only those already associated with an FCC Username Account). If you mistakenly attempt to send a request to the Administrator of an FRN that does not have an Administrator, you will not be able to proceed and will get the error message, "This FRN does not have an Administrator, no association can be made without entering the FRN password."

Note: If the FRN was registered through the updated CORES system, then a request will automatically be sent to the FRN Administrator for association approval.

Figure 14

Commission Registration System (CORES)

FCC Registration

FCC > FCC Registration > Associate Username to FRN

Associate User to FRN - Enter Password

Are you entering the password for FRN 0025767319?

◉ Yes. Here is the password: * _____

○ No. Send a request to the FRN Administrator for association approval

SUBMIT   CANCEL

Forgot FRN Password?

* indicates required field if the "Yes" option is selected.

6. If selecting Option 1, you will be directed to the Associate User to FRN Confirmation page. This page confirms that you have successfully associated your Username to an existing FCC Registration Number (FRN). See Figure 15 below.

Figure 15

Commission Registration System (CORES)

FCC Registration

FCC > FCC Registration > Associate Username to FRN

Associate User to FRN Confirmation

Success! You now have Administer role to FRN ▇▇▇▇▇▇.

CONTINUE

If selecting Option 2, you will be directed to the Associate User to FRN Confirmation page. This page confirms that you have successfully sent a request for approval to the FRN Administrator to associate the given FRN to your Username. A notification email will be sent to you when the FRN Administrator makes a determination within CORES whether or not to grant this FRN association request; you can check the status in the "FRN Association Requests" tab in CORES (reference steps 7-10 on instructions for how to access the "FRN Association Request" tab). See Figure 16 below.

Figure 16

Commission Registration System (CORES)

Associate Username to FRN |
Manage FRN(s)
Register New FRN |Reset FRN
Password |Search for FRN

FCC Registration

FCC > FCC Registration > Associate Username to FRN

Associate User to FRN Confirmation

Your request to associate with FRN ▮▮▮▮▮▮ has been sent to the Administrator for approval. A notification email will be sent to you when the Administrator approves or rejects your request. You can also check the status in the 'FRN Association Requests' tab on the Manage FRNs page in CORES.

CONTINUE

7. In order to check the status of the request for approval to the FRN Administrator to associate the given FRN to your Username, click the "Manage FRN(s)" link. See Figure 17 below.

Figure 17

Commission Registration System (CORES)

Associate Username to FRN |
Manage FRN(s)
Register New FRN |Reset FRN
Password |Search for FRN

FCC Registration

FCC > FCC Registration > Associate Username to FRN

Associate User to FRN Confirmation

Your request to associate with FRN ▮▮▮▮▮▮ has been sent to the Administrator for approval. A notification email will be sent to you when the Administrator approves or rejects your request. You can also check the status in the 'FRN Association Requests' tab on the Manage FRNs page in CORES.

CONTINUE

8. Click the "Manage FRN(s) link. See Figure 18 below.

Figure 18

9. Click the "FRN Association Requests" tab. See Figure 19 below.

Figure 19

10. You will be directed to the "FRN Association Requests" tab. This tab allows you to check the status of the request for approval to the FRN Administrator to associate the given FRN to your Username. Clicking "Remove FRN Association Request" cancels your FRN Association Request for an FRN and removes the request from the FRN Administrator's and your own "FRN Association Requests" tab. See Figure 20 below.

Figure 20

Commission Registration System (CORES)

FC Federal
Communications
Commission

FCC Registration

FCC > FCC Registration > Manage Existing FRNs > Manage FRNs

Manage FRNs

| Administer | Manage | View | **FRN Association Requests** |

FRN	FRN Name	Username	Date Requested	Action
0025767397	Test Company	███████████	08/31/2016	Remove FRN Association Request

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Customer Service			
Help	Frequently Asked Questions	Privacy Statement	FCC Home Page
FRN Help Line: 877-480-3201 (Mon.-Fri. 8 a.m.-6 p.m. ET)			
The FRN Help desk has a dedicated staff of customer service representatives standing by to answer your questions or concerns. You can also email the FRN Help desk with your questions and concerns.			

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IV.   Approve/Reject FRN Association Requests

Approve/Reject FRN Association Requests provides guidance on how a person identified as the FRN Administrator for an FRN can review requests from others seeking access to the FRN, grant or deny the FRN Association Request, and assign appropriate FRN permission levels.

1. Access CORES from the FCC Registration - Login page at this link:

    https://apps.fcc.gov/cores

2. From the FCC Registration - Login page, enter your registered Username and Password under "Username Login". Click "LOG IN". See Figure 21 below.

Figure 21

3. Click the "Manage Existing FRN(s)" link. See Figure 22 below.

Figure 22

4. Click the "Manage FRNs" link. See Figure 23 below.

Figure 23

5. Click the "FRN Association Requests" tab. See Figure 24 below.

Figure 24

Commission Registration System (CORES)

Associate Username to FRN | Manage FRN(s)
Register New FRN | Reset FRN Password | Search for FRN

FCC Registration

FCC > FCC Registration > Manage Existing FRNs > Manage FRNs

Manage FRNs

Administer	Manage	View	FRN Association Requests			
FRN	**FRN Name**	**Date Created**	**Last Update**	**User Options**		
0000000011	Test	08/19/2016	08/24/2016	Update/View FRN	List Users	Remove my Access
0001953318	Test	08/22/2016	08/22/2016	Update/View FRN	List Users	
0024932452	Test	07/08/2016	07/08/2016	Update/View FRN	List Users	Remove my Access
0024933172	Test	07/08/2016	07/08/2016	Update/View FRN	List Users	Remove my Access
0025767207	Test	08/25/2016	08/25/2016	Update/View FRN	List Users	Remove my Access
0025767364	Test	08/31/2016	08/31/2016	Update/View FRN	List Users	Remove my Access

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Customer Service			
Help	Frequently Asked Questions	Privacy Statement	FCC Home Page
FRN Help Line: 877-480-3201 (Mon.-Fri. 8 a.m.-6 p.m. ET)			
The FRN Help desk has a dedicated staff of customer service representatives standing by to answer your questions or concerns. You can also email the FRN Help desk with your questions and concerns.			

6. Click the "Approve/Reject" link. See Figure 25 below.

Figure 25

Commission Registration System (CORES)

Associate Username to FRN | Manage FRN(s)
Register New FRN | Reset FRN Password | Search for FRN

FCC Registration

FCC > FCC Registration > Manage Existing FRNs > Manage FRNs

Manage FRNs

Administer	Manage	View	FRN Association Requests		
FRN	**FRN Name**	**Username**	**Date Requested**	**Action**
0025767392	Test Company		08/31/2016	Approve/Reject

Go Back

Customer Service			
Help	Frequently Asked Questions	Privacy Statement	FCC Home Page
FRN Help Line: 877-480-3201 (Mon.-Fri. 8 a.m.-6 p.m. ET)			
The FRN Help desk has a dedicated staff of customer service representatives standing by to answer your questions or concerns. You can also email the FRN Help desk with your questions and concerns.			

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7. Fill in the requested information; items noted with an * indicate required information. Then click "SUBMIT". See Figure 26 below.

Note: For updating the Status, the choices will be "Approve" and "Reject".

Note: The Permission Level refers to the levels of access that a user has to an FCC Registration Number (FRN). The choices will be "View", "Manage", and "Administer". Table 1 provides the functions available for each Permission Level.

Note: The View Financial Info Permission refers to the ability of a user to view the financial history of an FRN. The FRN's financial history information will include:

- Payment details
- Open bills
- Paid bills
- Red Light Status and detail

The choices will be "No" and "Yes". By selecting "Yes", you will be certifying that the specified Username has the authority to view the specified FRN's financial information.

Note: The FRN and Username will already be populated and not editable.

Figure 26

Table 1

Functionality	Administer Permission Level	Manage Permission Level	View Permission Level
View FRN Registration Detail	Yes	Yes	Yes
Update FRN Information	Yes	Yes	No
View FRN Information	Yes	Yes	Yes
View list of Usernames associated with FRN	Yes	Yes	Yes
View Permission Levels for Usernames to FRN	Yes	Yes	Yes
Change Permissions Levels for Usernames to FRN	Yes	No	No
Associate another Username with FRN	Yes	No	No
Remove your access for FRN	Yes (However, cannot remove sole FRN Administrator)	Yes	Yes

If you approve the FRN Association Request, you will be directed to the FRN Association Confirmation page. This page confirms that you have successfully approved a Username to FCC Registration Number (FRN) association. See Figure 27 below.

Note: The page will give you an option to either "Add More Users" (returns to the Association Requests page) or be "Done" (return to the User Home page).

Figure 27

If you deny the FRN Association Request, you will be directed to the FRN Association Confirmation page. This page confirms that you have rejected a Username/FRN association request. See Figure 28 below.

Figure 28

Commission Registration System (CORES)

Federal
Communications
Commission

FCC Registration

FRN Association Confirmation

The request for giving user ▮▮▮▮▮▮▮▮▮▮ View permission to FRN ▮▮▮▮▮ has been denied.

Add More Users   Done

V. Update FRN Information

Update FRN Information provides guidance on how to update contact and other information related to FCC Registration Numbers (FRNs). Only Usernames associated with FRNs within CORES that have "Administer" or "Manage" permission levels are able to update FRN information.

1. Access CORES from the FCC Registration - Login page at this link:

   https://apps.fcc.gov/cores

2. From the FCC Registration - Login page, enter your registered Username and Password under "Username Login". Click "LOG IN". See Figure 29 below.

Figure 29

3. Click the "Manage Existing FRNs" link. See Figure 30 below.

Figure 30

4. Click the "Manage FRNs" link. See Figure 31 below.

Figure 31

5. Click on either the "Administer" or "Manage" tabs. See Figure 32 below.

Note: Which tab you click on to update an FCC Registration Number (FRN) is based on the Permission Level you have for that FRN. Only the "Administer" and "Manage" Permission Levels allow for updating FRN information. The "View" Permission Level only allows you to view FRN information.

Note: The Permission Level refers to the levels of access that a user has to an FCC Registration Number (FRN). The choices will be "View", "Manage", and "Administer". Table 2 provides the functions available for each Permission Level.

Figure 32

Table 2

Functionality	Administer Permission Level	Manage Permission Level	View Permission Level
View FRN Registration Detail	Yes	Yes	Yes
Update FRN Information	Yes	Yes	No
View FRN Information	Yes	Yes	Yes
View list of Usernames associated with FRN	Yes	Yes	Yes
View Permission Levels for Usernames to FRN	Yes	Yes	Yes
Change Permissions Levels for Usernames to FRN	Yes	No	No

Associate another Username with FRN	Yes	No	No
Remove your access for FRN	Yes (However, cannot remove sole FRN Administrator)	Yes	Yes

6. Click on "Update/View FRN" to the right of the FCC Registration Number (FRN) that you wish to update. See Figure 33 below.

Figure 33

7. Update the desired information and click "SUBMIT". See Figure 34 below.

Note: All of the FRN Registration information can be updated other than the SSN or EIN. If you wish to correct the SSN or EIN associated with your FRN, you must contact the **FRN Help Line at 877-480-3201 (Mon.-Fri. 8 a.m.-6 p.m. ET) or** email the FRN Help Desk.

Figure 34

Figure 34

8. You will be directed to the Update FRN Registration Confirmation page. This page confirms that you have successfully updated your FCC Registration Number (FRN) information. See Figure 35 below.

Figure 35

FCC Registration

Update FRN Registration Confirmation

As of today, Oct 5 2016 1:24PM, you have have updated FCC Registration Number (FRN) ▮▮▮▮▮▮▮▮ Please print this page for your records.

Domestic Entity Registration			
Entity Type:		Subtype:	Corporation
Entity Name:	Test Company		
EIN:	Amateur Club		
Contact Information			
Organization:		Position:	Tester
Salutation:		First Name:	
Middle Initial:		Last Name:	
Suffix:			
Address Line 1:	123 Main Street	Address Line 2:	
City:	Washington	State:	DISTRICT OF COLUMBIA
Zip Code:	20554	Phone:	999 999 9999
Fax:		Email:	testing123@fcc.gov
		Continue	

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VI. Reset Username Password

Reset Username Password provides guidance on how to reset your forgotten FCC Username Password online.

1. Access CORES from the FCC Registration - Login page at this link:

   https://apps.fcc.gov/cores

2. From the FCC Registration – Login page, click the "Forgot/Reset your Password?" link under "Need a Username?" See Figure 36 below.

Figure 36

3. Enter your Username. Click "Continue". See Figure 37 below.

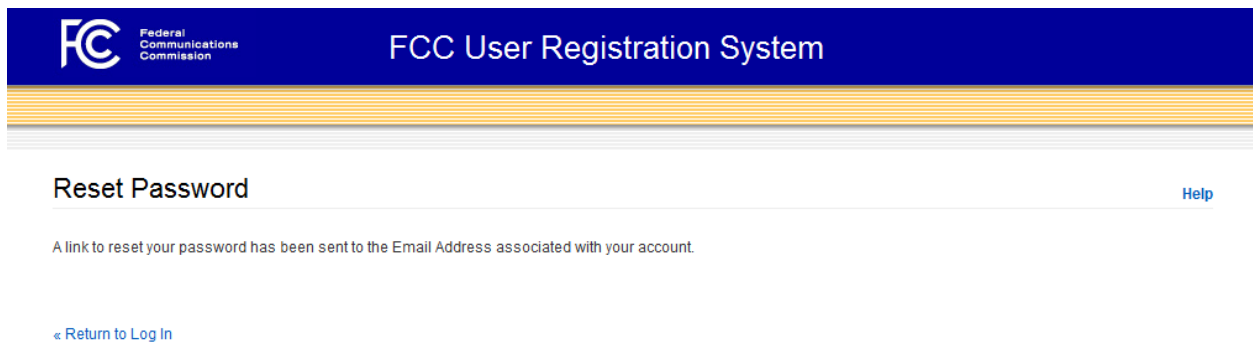Note: The username is the email address associated with your FCC Username Account.

Figure 37

4. You will be directed to the Reset Password page. This page confirms that a link to reset your password has been sent to the email address provided as your FCC Username (and the Secondary Email Address, if provided). See Figure 38 below.

Figure 38

5. An email from FCCRegistration@fcc.gov will be sent to the email address provided as your FCC Username (and the Secondary Email Address, if provided).
6. Access the email and follow the instructions within the email to reset the password by clicking on the hyperlink. See Figure 39 below.

Figure 39

Thu 4/28/2016 1:03 PM

FCCRegistration@fcc.gov

Reset password for FCC User Registration System

To   testing123@fcc.gov

FCC,

A request has been made to reset your password. You can change your password by clicking on the link below:
http://apps2at.fcc.gov/fccUserReg/pages/reset-passwd-secureq.htm?
encryptName=24f443f7ef9caf1fac826cd767a023cd57024265ded55a034299fe08e4ec04d67d81a1246a4c67d1

This link will expire within 24 hours. If you did not request that your account password be reset, please submit an inquiry to CORES@fcc.gov or call the FRN Help Line at 877-480-3201 (Mon.-Fri. 8 a.m.-6 p.m. ET).

Thank you,

FCC CORES Registration Team

7. Answer the Personal Security Question. Click "Continue". See Figure 40 below.

Note: The Security Question Answer field is not case-sensitive.

Note: After three wrong attempts, your FCC Username Account will be locked, and you must call the **FRN Help Line at 877-480-3201 (Mon.-Fri. 8 a.m.-6 p.m. ET)** or email the FRN Help desk to unlock your Username Account and have a Temporary Password sent to the email address provided as your FCC Username (and the Secondary Email Address, if provided) to allow you to access your account. Then, you can proceed to change your password and update your Personal Security Questions.

Figure 40
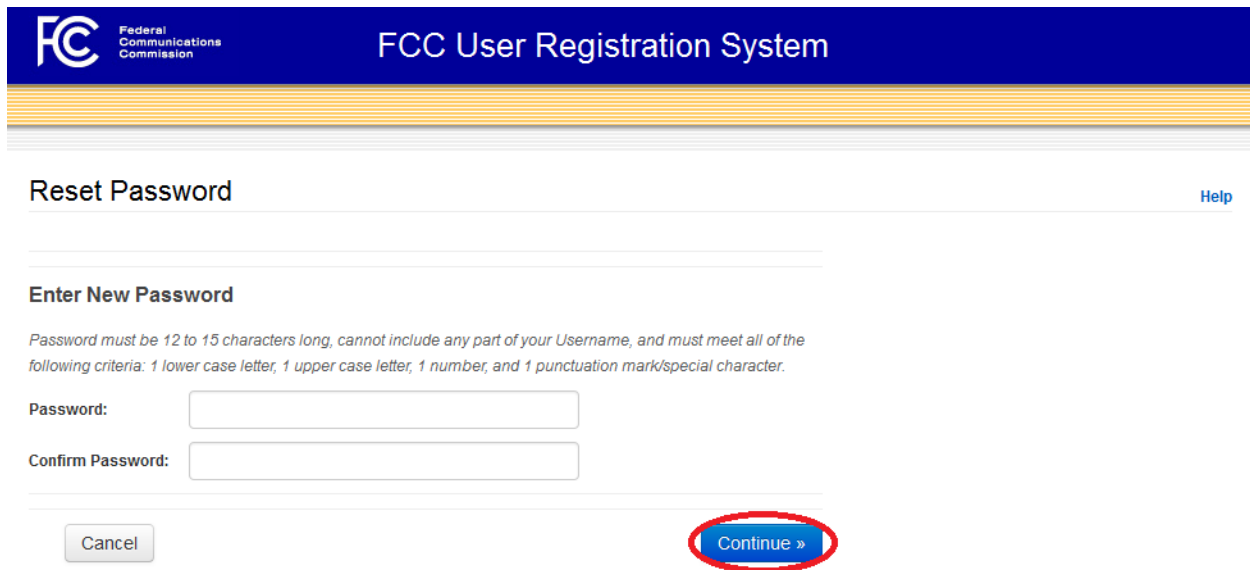
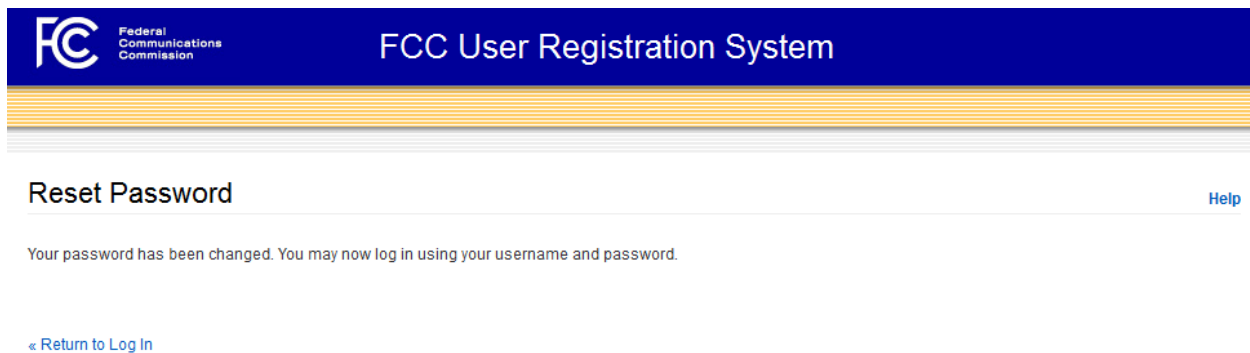8. Enter a Password that meets the complexity standards (Password must be 12 to 15 characters long, cannot include any part of your Username, and must meet all of the following criteria: 1

lower case letter, 1 upper case letter, 1 number, and 1 punctuation mark/special character). Click "Continue". See Figure 41 below.

Figure 41

9. You will be taken to the Reset Password page. This page confirms that the Password change was successful, and you may now access CORES using your Username and Password. See Figure 42 below.

Figure 42

VII. Administer View FRN Financial Info Permission

Administer View FRN Financial Info Permission provides guidance on how a person identified as the FRN Administrator for an FCC Registration Number (FRN) can grant or deny a View FRN Financial Info Permission to a user already associated to the relevant FRN. The View Financial Info Permission refers to the ability of a user to view the financial history of an FRN.

1. Access CORES from the FCC Registration - Login page at this link:

    https://apps.fcc.gov/cores

2. From the FCC Registration - Login page, enter your registered Username and Password under "Username Login". Click "LOG IN". See Figure 43 below.

Figure 43

Commission Registration System (CORES)

FCC Registration

FCC > FCC Registration > User Login   < FCC Site Map

FCC Registration - Login

An FCC Registration Number (FRN) is a 10-digit number that is assigned to a business or individual registering with the FCC. This unique FRN is used on all business transactions with the FCC.

The current **CO**mmission **RE**gistration **S**ystem (CORES) will be retired by the end of October, 2016; after the system is retired, customers wishing to create a new FCC Registration Number (FRN) or modify an existing FRN will need to create an FCC Username Account in the updated CORES system. This Username Account will allow customers to create new FRNs, modify existing FRNs, and associate existing FRNs to their Username Account.

At this time, there are no changes to how other FCC systems associate resources (applications, licenses, etc.) to FRNs.

News releases related to the FCC Registration Number.

Username Login	Need a Username?	Search for public FRN information
Note: The Username is the email address associated with your FCC Username Account.	REGISTER	SEARCH
Username:		
Password:	Forgot/Reset your Password?	
LOG IN		

Customer Service			
Help	Frequently Asked Questions	Privacy Statement	FCC Home Page
FRN Help Line: 877-480-3201 (Mon.-Fri. 8 a.m.-6 p.m. ET)			
The FRN Help desk has a dedicated staff of customer service representatives standing by to answer your questions or concerns. You can also email the FRN Help desk with your questions and concerns.			

3. Click the "Manage Existing FRN(s)" link. See Figure 44 below.

Figure 44

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4. Click the "Manage FRNs" link. See Figure 45 below.

Figure 45

5. Click on the "Administer" tab. See Figure 46 below.

Note: Which tab you click on to update an FCC Registration Number (FRN) is based on the Permission Level you have for that FRN. Only the "Administer" Permission Level allows for changing Permission Levels for Usernames to that FRN.

Note: The Permission Level refers to the levels of access that a user has to an FCC Registration Number (FRN). The choices will be "View", "Manage", and "Administer". Table 3 provides the functions available for each Permission Level.

Figure 46

Table 3

Functionality	Administer Permission Level	Manage Permission Level	View Permission Level
View FRN Registration Detail	Yes	Yes	Yes
Update FRN Information	Yes	Yes	No
View FRN Information	Yes	Yes	Yes
View list of Usernames associated with FRN	Yes	Yes	Yes
View Permission Levels for Usernames to FRN	Yes	Yes	Yes
Change Permissions Levels for Usernames to FRN	Yes	No	No

Associate another Username with FRN	Yes	No	No
Remove your access for FRN	Yes (However, cannot remove sole FRN Administrator)	Yes	Yes

6. Click on "List Users" to the right of the FCC Registration Number (FRN) for which you wish to administer a View FRN Financial Info permission. See Figure 47 below.

Figure 47

7. Click on "Administer" to the right of the Username for which you wish to administer a View Financial Info permission. See Figure 48 below.

Figure 48

FRN User List

	Users associated with FRN			
Username	**Name**	**Role**	**Action**	
	Test User	Administer	Administer	
	Test User	Manage	Administer	
	Test User	Administer	Administer	
	Test User	View	Administer	
	Test User	View	Administer	
	Test User	Administer	Administer	
	Test User	Manage	Administer	
		Add a User	Go Back	

8. Update the "View Financial Info Permission". The choices will be "No" and "Yes". By selecting "Yes", you will be certifying that the specified Username has the authority to view the specified FRN's financial information. Change any other desired information and enter a Comment. Click "SUBMIT". See Figure 49 below.

Note: The Permission Level refers to the levels of access that a user has to an FCC Registration Number (FRN). The choices will be "View", "Manage", and "Administer". The user will be able to update the Permission Level.

Note: The View Financial Info Permission refers to the ability of a user to view the financial history of an FRN. The FRN's financial history information will include:

- Payment details
- Open bills
- Paid bills
- Red Light Status and detail

Note: The FRN and Username will already be populated and not editable.

Note: The comment you provide will be visible to the Administrator(s) of the FRN.

Figure 49

9. You will be directed to the Administer User FRN Confirmation page. This page confirms that you have successfully updated the Username-FRN Association permission level(s). See Figure 50 below.

Note: The user whose permission you updated will be sent an email from FCCRegistration@fcc.gov specifying the permission level changes. The FRN Administrators will be sent an email specifying any changes to the View Financial Info permission level for a Username.

Figure 50